



Ahayah Academy Learning Center  
Employee Handbook

## Table of Contents

<b>Section 1: Introduction:</b>	<b>1.1</b>	<b>Purpose of this Handbook</b>
	<b>1.2</b>	<b>Changes of Policy</b>
	<b>1.3</b>	<b>Employment Forms</b>
<b>Section 2. Terms &amp; Definitions:</b>	<b>2.1</b>	<b>Definition of "At-Will" Employment</b>
	<b>2.2</b>	<b>Types of Worker</b>
<b>Section 3. Payroll:</b>	<b>3.1</b>	<b>Payment Schedule</b>
	<b>3.2</b>	<b>Wages</b>
	<b>3.3</b>	<b>Deductions &amp; Garnishment</b>
<b>Section 4. Rights &amp; Policies:</b>	<b>4.1</b>	<b>Equal Opportunity Employment Policy</b>
	<b>4.2</b>	<b>Accommodation for Disabled Employees</b>
	<b>4.3</b>	<b>Employment of Minors</b>
	<b>4.4</b>	<b>Religion &amp; Politics</b>
	<b>4.5</b>	<b>Private Information</b>
	<b>4.6</b>	<b>Leaves of Absence</b>
<b>Section 5: Employment Benefits:</b>	<b>5.1</b>	<b>Unemployment Insurance</b>
	<b>5.2</b>	<b>Workers' Compensation</b>
	<b>5.3</b>	<b>Social Security Benefits (FICA)</b>
	<b>5.4</b>	<b>Additional Benefits</b>
<b>Section 6. Rules of Conduct:</b>	<b>6.1</b>	<b>On the Job Reporting</b> <i>for Work Clocking In</i> <i>Staying Safe</i> <i>Meals &amp; Breaks Cell</i> <i>Dress Code</i>
	<b>6.2</b>	<b>Rules &amp; Policies</b>
	<b>6.3</b>	<b>Confidentiality Discrimination &amp;</b> <b>Harassment Drugs &amp; Alcohol</b> <b>Disciplinary Action</b>
<b>Section 7: Learning Center Specific</b>	<b>7.1</b>	<b>Policies and Procedures</b>

## **Welcome**

Welcome to Ahayah Academy Education System. This is an organization committed to the well-being of the children entrusted to us and those who choose to work with us. We know that you could have selected other employers and are glad that you decided to give us a try. Hopefully, we will have a long mutually beneficial relationship that results in impacting the children we teach and the communities we serve in the most profound and long lasting ways. Your role is essential to helping achieve our strategic and tactical goals.

If you are the kind of person who loves to be challenged, work an ethically driven organization with opportunities that allow you grow, you will love it here.

## **Vision**

To be a prominent learning institution where students achieve their highest potential through an understanding of God, self, and community; resulting from scholastic exposure and triumph.

## **Mission**

Our Mission is to educate learners of all ages to develop the skills and competencies necessary to emerge as positive contributors to society; supported by an array of learning programs.

Ahayah Academy Education System was established to nurture, heal, and encourage the student body in ways that help them overcome challenges through early intervention, use of the most recent technology, and committed educators.

## **Scriptural Reference: Proverbs 22:6**

“Train up a child in the way he should go: and when he is old, he will not depart from it”.

The enclosed information is designed to serve as an introduction to Ahayah Academy Education System and provide resources that will help you make a smooth transition into your new role.

## **Section 1. Introduction**

### **1.1. Purpose of this Handbook**

The purpose of this handbook is to familiarize you - the employee - with the policies, rules and other key aspects of Ahayah Academy Education System (the "Company"). The information in this handbook supersedes all rules and policies that may previously have been expressed or implied, in both written and oral format. Compliance with this handbook is compulsory for all employees. The Company reserves the right to interpret this handbook's content as it sees fit, and to deviate from policy when it deems necessary.

### **1.2 Changes of Policy**

Ahayah Academy Education System reserve the right to change this handbook's content, at any time and at our sole discretion. Its provisions may not be altered by any other means, oral or written. You will receive written notice of any changes we make to the employee handbook, and are responsible for understanding and complying with all up-to-date policies. If you are confused about any information defined herein, please contact the Human Resources Manager.

### **1.3 Employment Forms**

All new employees are required to complete and submit the following forms. Starred (\*) forms can be found at the end of this manual. All others have been or will be provided separately.

*At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook \**

*Employment Eligibility Form I-9*

At the time of hire, each new employee is legally obligated to complete the Employment Eligibility Verification Form I-9 and submit documents establishing identity and eligibility within the next three business days. The same policy applies to re-hired employees whose I-9's are over three years old or otherwise invalid.

*Non-Disclosure Agreement*

This agreement prohibits the unauthorized disclosure of confidential Company information, via any means of communication, including, but not limited to, face-to-face, over the phone and via the Internet.

## **Section 2. Terms & Definitions**

Ahayah Academy Education System typically employs less than 20 employees regular and temporary employees on an "at-will" basis. This section defines the terms of "at-will" employment, as well as the different types of employees we hire.

### **2.1 Definition of "At-Will" Employment**

The job of an "at-will" employee is not guaranteed. It may be ended, at any time and with or without notice, by the employee or, for a lawful reason, by the Company. The Company also reserves the right to alter an "at-will" employee's benefits, pay rate, and assignments as it sees fit. The "at-will" terms of an employee's employment may only be changed by the President, CEO or CFO, and must be signed by the President or the CEO.

### **2.2 Types of Worker**

This section distinguishes between the different types of workers the Company employs. Employee status is established at the time of hire and may only be altered via a written statement signed by the Company.

### *Exempt vs Non-Exempt*

The majority of employees are non-exempt, meaning they are entitled by law to at least minimum wage and premium pay for overtime. Exempt employees are not subject to these laws. Exempt status is defined by particular standards set by state law and the Federal Labor Standards Act (FLSA). This class of employee is usually an executive, an administrator, or a highly paid specialist such as a programmer.

### *Regular vs. Temporary*

Regular employees work a regular schedule, either on a full-time or part-time basis. To be considered full-time, an employee must work at least 40 hours per week. A temporary employee is a person we hire for a short period (usually 3 months at maximum) to assist with a project or remedy a staff shortage. A temporary employee is also employed on an "at-will" basis (defined above).

### *Independent Contractors & Consultants*

Independent contractors and consultants are not Company employees, but rather self-employed professionals whom we hire for specific projects. Unlike employees, they do not operate under Company direction, and control their own methods, materials and schedules. They are not eligible for Company benefits.

## **Section 3. Payroll**

### **3.1 Payment Schedule**

Contractors are paid weekly. Employees are paid twice a month generally on every other Friday. In cases where the regular payday falls on a holiday, Employees will receive payment on the last business day before said holiday.

### **3.2 Wages**

Wages vary from employee to employee and are based on level of skill and experience. The Company conducts regular evaluations of all employees and issues promotions as it sees fit. Employees who feel entitled to higher pay may contact their Director to discuss.

In addition to regular pay, employees may have the option of earning overtime pay.

### *Overtime*

A non-exempt employee may work overtime on the terms defined by Georgia law *pending prior authorization by his or her manager.*

### **3.3 Deductions & Garnishment**

Federal and state law requires that we deduct the following from every paycheck:

- Social Security
- Income tax (federal and state)
- Medicare
- State Disability Insurance & Family Temporary Disability Insurance
- Other deductions required by law or requested by the employee

A Wage and Tax Statement (W-2) recording the previous year's wages and deductions will be provided at the beginning of each calendar year. For Contract employees, a 1099 is provided.

If at any time you wish to adjust your income tax withholding, please fill out the designated form and submit it to Accounting.

#### *Wage Garnishment*

Sometimes, the Company receives legal papers that compel us to garnish an employee's paycheck - that is, submit a portion of said paycheck in payment of an outstanding debt of the Employee. We must, by law, abide by this either until ordered otherwise by the court or until the debt is repaid in full from withheld payments.

### **Section 4. Rights & Policies**

The following section summarizes your legal rights as an employee of Ahayah Academy Education System. Questions about any policy detailed in this section may be addressed with a Human Resources representative.

#### **4.1 Equal Opportunity Employment Policy**

The Company provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, age, or any other classification prohibited by applicable local, state or federal laws. This policy is applicable to hiring, termination and promotion; compensation; schedules and job assignments; discipline; training; working conditions, and all other aspects of employment.

#### **4.2 Accommodation for Disabled Employees**

We are happy to work with otherwise qualified disabled employees in order to accommodate limitations, in accordance with the Americans with Disabilities Act (ADA). It is up to the employee to approach his or her supervisor with this request, and to provide medical proof of his or her needs upon the Company's request.

We are also happy to accommodate employees diagnosed with life-threatening illnesses. Such employees are welcome to maintain a normal work schedule if they so desire, provided that we receive medical papers proving their working cannot harm themselves or others and their work remains at acceptable standards.

#### **4.3 Employment of Minors**

Our policy on employment of minors adheres to all FSLA standards, including the following:

- Minimum employment age (14 for non-agricultural work)
- Maximum weekly hours for employees under 16
- Minimum hazardous job employment age ( 18)
- Sub-minimum wage standards for students, apprentices, disabled employees, and employees under the age of 20.

#### **4.4 Religion & Politics**

Ahayah Academy Education System is respectful of all employees' religious affiliations and political views. We ask that if you choose to participate in a political action, you do not associate the Company in any way without written expressed permission by the director and owner.

#### **4.5 Private Information**

Employee information is considered to be private and only accessed on a need-to-know basis. Your healthcare information is completely confidential unless you choose to share it. In some cases, employees

and management may receive guidelines ensuring adherence to the Health Insurance Portability and Accountability Act (HIPAA).

Personnel files and payroll records are confidential and may only be accessed for legitimate reason. If you wish to view your files, you must set up an appointment in advance with Human Resources. A Company-appointed record keeper must be present during the viewing. You may only make photocopies of documents bearing your signature, and written authorization is needed to remove a file from Company premises. You may not alter your files, although you may add comments to items of dispute.

Certain information, such as dates of employment and rehiring eligibility, are available by request only. We will not release information regarding your compensation without your written permission.

#### **4.6 Leaves of Absence**

Employees requiring time off from work may apply for a leave of absence.

All leaves must be approved by management. For planned leaves, employees must submit requests at least 14 days in advance. Emergency leaves must be requested as soon as possible. Accepting/performing another job or applying for unemployment benefits during leave will be considered voluntary resignation.

We consider all requests in terms of effect on the Company and reserve the right to approve or deny requests at will, except when otherwise directed by law. Any request for a leave of absence due to disability will be subject to an interactive review. A medical leave request must be supported in a timely manner by a certification from the employee's health care provider. Extension of leave must be requested and approved before the current leave ends. No employee is guaranteed reinstatement upon returning from leave, unless the law states otherwise. However, the Company will try to reinstate each returning employee in his or her old position, or one that is comparable.

Below are the two main types of leave that Ahayah Academy Education System offers employees. Some, but not all, are governed by law.

##### *Work-Related Sickness & Injury*

Employees eligible for Worker's Compensation rendered unable to work because of work-related injury or illness will receive an unpaid leave for the period required. For eligible employees, the first 12 weeks will be treated concurrently as a family and medical leave under the Family and Medical Leave Act.

##### *Maternity*

An employee disabled on account of pregnancy, childbirth, or a related medical condition may request an unpaid leave of absence of up to four months. Time off may be requested for prenatal care, severe morning sickness, doctor-ordered bed rest and recovery from childbirth.

##### *Substitute Staff:*

In the event a substitute staff member is needed, they will comply with all procedures and policies outlined in this handbook. All substitute staff must be at least 18 years of age or older.

## **Section 5. Employment Benefits**

Note: These policies represent future benefits. When employees are no longer contractors, these benefits will apply. The following is merely an overview of the Company's benefits package. It does not contain all relevant information.

### **5.1 Unemployment Insurance**

Employees rendered unemployed through no fault of their own or due to circumstances described by law, receive unemployment insurance. State agencies administer this insurance and determine benefit eligibility, amount (if any), and duration.

### **5.2 Workers' Compensation**

Workers' Compensation laws compensate for accidental injuries, death and occupational disabilities suffered in the course of employment. Ahayah Academy Education System provides Workers' Compensation Insurance for all employees. Generally, this includes lost wages, disability payments and hospital, medical and surgical expenses (paid directly to hospital/physician) and assistance for injured employees in returning to suitable employment.

### **5.3 Social Security Benefits (FICA)**

Both employees and the Company contribute funds to the federal Social Security Program, which provides retirees with benefit payments and medical coverage.

### **5.4 Additional Benefits**

The Company may also provide the following benefits:

Discuss further with Human Resources Representative

Group Health Insurance, 401(k) Plan;

## **Section 6. Rules of Conduct**

### **6.1 On the Job**

#### *Reporting for Work*

Employees are expected to begin and end each shift at the time and on the day appointed. You must inform your supervisor *before* the start of the work day if you will be absent or late, and obtain his or her permission to leave early. Absences and late arrivals will be recorded. Should your absences or tardiness exceed a reasonable limit, you will be subject to disciplinary action and possible termination. Failing to call one's supervisor or report to work for two (2) consecutive workdays will be considered voluntary resignation, and result in removal from payroll.

#### *Clocking In*

If you are a non-exempt employee, it is your responsibility to clock in when you begin your shift and clock out when you finish. If you forget, bear in mind that your timecard cannot be updated without your supervisor's approval.



### *Staying Safe*

Safety in the workplace is the Company's number one priority. You must inform your supervisor in the event of unsafe conditions, accident or injury, and use safe working methods at all times.

### *Meals & Breaks*

Unless defined otherwise by Georgia state law, non-exempt employees are entitled to a paid 15-minute break for every three and a half hours of work, as well as a 30-minute meal break for any shift lasting longer than five hours.

### *Cell Phone Use*

Cell phones brought to work must be on silent or vibrate mode to avoid disrupting coworkers. They may only be used during breaks and meal periods, away from where others are working. If cell phone use interferes with operations in any way, an employee's cell phone privilege may be rescinded and disciplinary action, up to and including termination, may be used.

Employees who receive Company cell phones should strive to use them for Company business only. All phones must be shut off during meetings.

## **6.2 Rules & Policies**

### *Confidentiality*

No previous or current employee may disclose or give access to confidential Company information, in any way or at any time, unless otherwise authorized by Management.

### *Drugs & Alcohol*

Good performance on the part of our employees is crucial to Ahayah Academy Education System's success. For this reason, we strictly forbid employees to do the following while at work\*:

Drinking alcohol and selling, purchasing or using illegal drugs at work. An "illegal drug" is any drug that has not been obtained by legal means. This includes prescription drugs being used for non-prescribed purposes.

Possession of any non-prescribed controlled substance, including alcohol and legal illegally obtained prescription drugs.

Reporting for work intoxicated. We reserve the right to test employees for substance abuse. Illegal drugs, illegal drug metabolites, or excessive alcohol in your system will result in disciplinary action.

The Company cares about the overall health and well-being of its employees. Any employee who feels that he/she is developing a substance abuse problem is urged to seek help. The Company will grant time off (within reason) for rehabilitation. Be advised, however, that this will not excuse a substance-related offense. In some cases, completion of Company-approved rehabilitation program may serve as an alternative to termination.

*\*Any piece of Company property, including Company vehicles, as well as during work hours.*

## **6.3 Disciplinary Action**

The Company takes disciplinary matters very seriously, and will initiate discipline as it sees fit for any unacceptable action or behavior. These may include:

- Excessive lateness and/or absence
- Improper or indecent conduct
- Poor communication
- Uncooperative attitude
- Conflicting actions or behaviors against the values and culture of the company
- Abuse, perfunctory or unauthorized use, or unauthorized possession of Company property
- Unauthorized use or disclosure of Company information
- Possession and/or use of illegal drugs, weapons or explosives
- Harassment or Bullying
- Violation of Company policy

Disciplinary action may consist of anything from verbal/written warnings and counselling to demotion, transfer, suspension or termination. Rather than follow rote procedures, the Company will handle each matter individually to ensure fairness to all involved. Please review and internalize the list of "Don'ts" above, and make an effort to use good judgments at all time.

#### *Dress Code*

All employees of the learning center are expected to dress in a professional manner. For this reason, the daily dress code is business casual. Clothing should fit neatly. No tight or revealing clothing is acceptable. No body parts are to be visible to include excessive cleavage. Pants are to fit neatly around the waste with a belt and cannot sag. Failure to comply with the dress code will be addressed instantly. We truly believe in modeling the most appropriate behaviors and practices that align with our values.

#### *Workplace Inspections*

At Ahayah Academy Education System, we have a responsibility to protect our employees and our property. For this reason, we reserve the right to inspect the following, at any time, with or without notice:

- Offices
- Computers and other equipment Company
- vehicles
- Any personal possessions brought onto Company premises, such as handbags, briefcases, and vehicles.

All inspections are compulsory. Those who resist inspection may be denied access to Company premises.

# LEARNING CENTER SPECIFIC POLICIES

## GENERAL PERSONNEL POLICIES

**Contagious Diseases:** Staff, or any other persons being supervised by the staff, shall not be allowed in the center who knowingly have, or present symptoms of a fever or diarrhea.

**Smoking:** Staff or other persons shall not smoke or use tobacco within the center premises, on the center playgrounds or in any vehicle being used to transport children during the hours that the center is in operation. (Note: Current Fire Safety laws prohibit smoking on the premises of the child care center.)

**Prohibited Substances:** Staff, chaperons, and students in training shall not be under the influence of or consume alcohol, marijuana or other controlled substances on the center premises during the hours of operation or any other time or place where there are children present for whom the center staff is responsible.

**Assignment of employees:** Staff with diaper changing responsibilities shall not be simultaneously assigned to kitchen food preparation duties.

**Work Schedules:** Staff shall not regularly be scheduled to perform child care duties for more than twelve (12) hours within any twenty-four (24) hour period.

**Substitute Employees:** The center shall provide for substitute staff when regular staff is absent from work. All substitute employees shall be at least eighteen (18) years of age. Substitute caregiver staff shall be informed of these rules and the center's policies for the age group for which they will be providing care. Substitute service staff shall be informed of the center's policies and procedures necessary to the proper performance of their job duties in compliance with these rules.

**First Aid and CPR:** At least fifty percent (50%) of the caregiver staff and the director shall have current evidence of training in first aid and cardiopulmonary resuscitation (CPR). There must always be an employee with evidence of current First Aid training and CPR on the center premises whenever children are present, on any center-sponsored field trip, and on any center vehicle transporting children.

## OUR PHILOSOPHY

As a private institution dedicated to educating children, we take every effort to provide a learning environment that starts with reinforcing biblical values in a safe atmosphere that prepares the students to triumph in their current state and for the next stage of their lives.

### We Believe:

- The Bible is the inerrant word of The Most High God.
- We believe that children learn best when they are engaged spiritually, cognitively, physically, and emotionally.
- We believe that the families of the children we serve are vital to helping us help their children be successful learners and helpful classmates.
- We believe that every child can learn and that it is our responsibility to figure out what works best for them.
- We believe in exposing children to content in ways that cause them to think critically, seek to solve problems at their level, and to develop self-confidence that is necessary to achieve goals.
- We believe we are here to reinforce values that accurately acknowledge The Most High God, supports families, reinforces independence, self-control, honor, and genuine concern for the collective community.

We purpose to help families produce individuals that contribute to society in positive, productive, and impactful ways.

## LEARNING CENTER POLICIES AND PROCEDURES

### *Hours of Operation*

Developing the minds of the children we serve is our reason for existing. We provide a safe and nurturing environment. We service children six (6) weeks old to three (3) years old in the learning center. Our care givers pray with children for meals and when needed and read and tell Bible Stories.

The hours of operation for the learning center is provided in the table below.

Weekday	Monday	Tuesday	Wednesday	Thursday	Friday
Start Care Time	6:30 am	6:30 am	6:30 am	6:30 am	6:30 am
End Care Time	6:00 pm	6:00 pm	6:00 pm	6:00 pm	6:00 pm

**Note:** Parents who do not pick up children by 6:00 pm will incur a \$1.00 charge for each minute late.

We operate 12 months out of the calendar year. We are closed on some federally observed holidays:

Month	Holiday
January	New Year Eve and New Year Day
January	Martin Luther King Day
May	Memorial Day
July	4 <sup>th</sup> of July
September	Labor Day
November	Thanksgiving Day and Thanksgiving Friday
December	Christmas Eve and Christmas Day

**Note:** The learning center will be closed in case of severe weather conditions. Student safety is our primary concern. Therefore, closing information will be posted on local news stations.

### *Admission Requirements*

Ahayah Academy Learning Center is a Bible based learning center that upholds the values of the Bible. It is imperative that those interested in enrolling their children are not in conflict with the foundational principles of this center. Once the guardians are sure this center suits the needs of their family, complete the process below.

- Complete and submit the application. The application can be retrieved from the website at [www.ahayahacademy.org](http://www.ahayahacademy.org) under the 'forms' section or an application can be picked up from the center. Be sure to provide all required forms required per the application. The completed application can be returned to the center or e-mailed to [admin@ahayahacademy.org](mailto:admin@ahayahacademy.org).

- Once the application has been received, the center will contact the guardian to schedule a meeting. For this reason, it is important that quality contact information is provided.
- A \$35.00 non-refundable fee will be collected at the time of the face-to-face meeting to cover the admission fee process.
- Students must have updated medial documentation provided which include the Certificate of Immunization and the Georgia Certificate of Ear, Eye, and Dental examination. This documentation can be obtained through the child's physician or the county health department.
- If a child is not immunized for religious or medical reasons, legitimate documentation must be provided within 30 days of enrollment.
- Children with special needs will be evaluated on an individual basis to ensure we can serve the child well.

**Note:** Students are not officially enrolled until a letter of acceptance is received. By enrolling your child(ren) into Ahayah Academy, you agree to support our goals, objectives, and values. We cannot be our best and provide your child with the academic, spiritual, and communal support necessary for the desired success without a harmonious circle of participants which include school officials, staff, families, and the community. For this reason, failure to demonstrate such coherency can result in your child(ren) being released from the center. Admission into Ahayah Academy Education system is a privilege and not a right.

### ***Parental Responsibility***

- Parents or guardians are responsible for bringing the child(ren) into the center and signing the child(ren) in and out. No one under 18 years of age will be able to sign a child out.
- Parents are required to fill out a 'pick-up authorization' card identifying who has clearance to pick up a child from the center. Only those on the card will be permitted to remove a child from the center without expressed notice from the primary guardian in case of an emergency.
- Parents or guardians can bring lunch and a snack for each child daily. If food is not provided, parents will have to pay for daily meals and snacks at a rate of \$4.50 a day. Unless, the child is covered under the free meal program.
- Parents or guardians are required to keep all passcodes and or access codes confidential. It is imperative that all help to protect the children and staff of the center.

### ***Infant and Child Care***

- Parents are responsible for supplying the center with all the food, diapers, wipes, drinks, etc. required for children under age one (1).
- Parents must provide a written feeding plan for children under one (1) years of age. If there are any changes to be made to the plan this change must be provided in writing. This plan should also include instructions on how to administer pacifiers, diaper changing, and how extra milk is to be handled.
- For children under one (1) year of age, a change of clothes is recommended.
- Parents are required to label children's items.
- All milk products must be labeled and dated.
- The center practices a safe sleep policy which means no items are to be in the crib or sleeping device with the child.
- Diapering - Children will be placed on the changing table, secured with a belt, and diapers will be changed. The Caregiver will wash her hands, unsecure the child and wash his or her hands.

- Toilet Training- Children will be taken to the bathroom every two hours, placed on the toilet and encouraged to go. If pull-ups are soiled, the pull -up will be changed at the time. The hands of the child will be washed and they will return the room.

Note: Diapering and food preparation activities are not be performed by the same person at the same time.

### ***Weapons Policy***

- Weapons are not permitted on campus by anyone with the exception of the director, owner, or security hired by the institution.

### ***Transportation***

- Parents or guardians are responsible for all transportation needs.

### ***Guidance and Discipline Techniques***

At Ahayah Academy Education System, we believe that behavior that is outside of the desired norms are to be addressed with love and sincere care. This means all actions will be taken to restore the child in relationship with God and those within the community so all efforts will be made to redirect the child. Each teacher will provide details regarding practices employed in the classroom during orientation. We believe it is important for families to know that we want nothing more than for the children entrusted to us to excel in every way possible and will do all that we can with the help of the Most High and the families. We do not practice corporal punishment.

### ***Emergency Medical Care Procedures***

- In the case of a medical emergency, 911 will be contacted and your child will be taken to the closest medical facility for immediate treatment.
- Parents will be contacted immediately following contact with emergency services.

**Note:** In case that there is suspected abuse or neglect of a child, The Department of Family and Children Services will be contacted as well as the parents. It is our duty to ensure all children are protected.

### ***Medication Administration***

- The learning center will not provide any medication.
- For all over the counter medications, the parents will need to approve administration of the medication by completing a medication administration form and set the designated times for administration. Medications must be brought in the original bottle or container.
- For all prescribed medications, they will be administered as dictated by the physician orders. The original medication container must accompany the child before it can be administered.
- Authorizations for medication administration are valid for the duration of a single illness only not to exceed a week unless otherwise dictated by a physician's order.

### ***Illness Notification Procedures***

- In the event a child is displaying signs or symptoms of illness such as a fever, diarrhea, or an inability to participate due to the illness, parents or guardians will be notified immediately and are expected to have the child picked up within a two (2) hour window.

- If a child is exposed to a notifiable communicable disease at the center, parents will be notified via an e-mail and a written flyer that will be placed on the door of the classroom.
- If your child has been exposed to a communicable disease outside the center, parents or guardians are required to notify the center within 24 hours.
- If a child has a fever of 101 degrees Fahrenheit or higher orally, has diarrhea, or strep throat, the child is not permitted at the center until the condition is no longer present. A doctor's note is required when applicable.
- In case of a suspected communicable disease exposure, the county Health Department will be notified.
- If a child is injured and it is not a serious injury, an incident report will be completed and sent home with the child. If there is a serious injury, 911 will be called along with parents and an incident report will be completed and given to all necessary parties.

### ***Emergency Procedures***

- In case of inclement weather, families will be notified of school closing through local broadcasting networks and will be contacted via phone and e-mail.
- In case of an unexpected emergency such as a gas leak, fire, etc., exit procedures will be followed as dictated through evacuation strategies. Families will be notified as soon as possible via telephone calls and emails.

### ***Lunch and Snack Policies***

At this time, Ahayah Academy does not provide meals. Families are responsible for bringing all meal and snack items that children will need for the duration of their day.

***In the future, we will provide meals and the following procedures will apply.***

At the beginning of the month, parents or guardians will receive a monthly menu. At that time, parents are to select the days that the child will have a hot lunch for the month and submit payment for those meals when the menu is returned.

- If a child forgets his or her lunch, lunches can be dropped off at the front desk prior to your child's scheduled lunch period.
- Parents or guardians can bring lunch and a snack for each child daily. If food is not provided, parents will have to pay for the daily meals and snacks at a rate of \$4.50 a day. Unless the child is covered under the free meal program.
- No carbonated drinks are permitted.
- Student snacks should be healthy snacks.
- Children are not allowed to trade lunch or food items with other children.

### ***Parental Permission and Notices***

It is not often that children will be taken on field trips or engage with activities that take them away from the center at this stage. However, in the case of such activities, parental consent is required. Parents will receive a written permission authorization form for each activity that must be signed in order for the child to participate. We do not intend to take field trips.

Parents have permission to visit the facility during normal business hours. Parents have permission to visit all center areas used by the child.



## **Ahayah Academy Inc. Sexual Abuse Policy and Procedures**

Ahayah Academy Inc. prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. Ahayah Academy Inc. provides procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct.

### **Definitions and Examples**

The following definitions or examples of sexual abuse, misconduct or harassment, may apply to any and/or all of the following persons – employees, volunteers or other third-parties. Sexual abuse or misconduct may include, but is not limited to:

- Child sexual abuse – any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone's neck or shoulders and/or pulling against another's body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications or messages (e.g. email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one's work performance or ability to do the job or creates an intimidating, hostile or offensive environment.
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.

### **Reporting Procedure**

Immediately report suspected sexual abuse or misconduct to the manager on duty or to the owner, Kristina Story. It is not required to directly confront the person who is the source of the report, question or complaint before notifying any of the individuals listed. Ahayah Academy Inc. will take every reasonable measure to ensure that those named in complaint of misconduct, or are too closely associated with those involved in the complaint, will not be part of the investigative team.

### **Anti-retaliation and False Allegations**

Ahayah Academy Inc. prohibits retaliation made against any employee, volunteer, board member or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making knowingly false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. Ahayah Academy Inc. prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment or membership and criminal prosecution.

### **Investigation and Follow-up**

Ahayah Academy Inc. will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly and equitably investigate whether misconduct has taken place. The organization may utilize an outside third-party to conduct an investigation of misconduct. Ahayah Academy Inc. will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. Ahayah Academy Inc. will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

**Reporting to Law Enforcement or Appropriate Child or Adult Protective Services**

Ahayah Academy Inc. is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. It is the policy of Ahayah Academy Inc. not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

**Employee and Worker Screening and Selection**

As part of its sexual abuse and misconduct prevention program, Ahayah Academy Inc. is committed to maintaining a diligent screening program for prospective and existing employees, volunteers and others that may have interaction with those employed by, associating with or serviced by Ahayah Academy Inc.. The organization may utilize a variety of methods of screening and selection, including but not limited to applications, personal interviews, criminal background checks and personal and professional references.

**Supervision of Youth**

To provide a safe environment for minors, Ahayah Academy Inc. strives that a minimum of two adult workers supervise or be in attendance with minors during organization-related activities. The purpose is to avoid one-on-one interactions between adults and minors that are not easily observable by others. If individual meetings with a minor must be held in an office, keep the door open. Only conduct closed door meetings when another adult is put on notice of the meeting and the door remains unlocked.

**Acknowledgement Form: Sexual Abuse and Misconduct Prevention Policy**

I acknowledge that I received and read the Sexual Abuse and Misconduct Prevention Policy and/or had it explained to me. I understand that it is my responsibility to abide by all rules contained in the policy. I also understand how to report incidents of sexual abuse or misconduct as set forth in the policy, including retaliation against any employee or volunteer exercising his or her rights under the policy.

I acknowledge that I will be alerted when changes and updates are made to the Sexual Abuse and Misconduct Policy and will be responsible for reading and complying with these updates.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness' Signature

Date of Annual Review: \_\_\_\_\_

## At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook

Employee: \_\_\_\_\_

I acknowledge that I have received a copy of the Ahayah Academy Education System Employee Handbook, which contains vital information on the Company's policies, procedures and benefits.

I understand that this handbook's policies are intended only as guidelines, not as a contract of employment. I understand that my employment is on "at-will" terms and therefore subject to termination, with or without notice or obvious reason, by myself or the Company. Changes to my "at-will" status may only take the form of a written agreement signed by an authorized member of the Company as well as myself. This agreement supersedes all prior/contemporaneous inconsistent agreements.

I understand that the Company may change its policies, procedures and benefits at any time at its discretion, as well as interpret or vary them however it deems appropriate.

I have read (or will read) and agree to abide by all policies and procedures contained therein.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date